

**CITY OF SEGUIN**

**To:** City Council  
**From:** Susan Caddell, Director of Finance  
**Date:** December 9, 2024  
**Subject:** Occupancy Tax Reports for Quarter Ended September 30, 2024



It's real.

**Historical Background**

During the FY25 budget process, several organizations were approved for occupancy tax funding. As part of the requirement to receive funding, these organizations were to enter into a contract with the City of Seguin to delegate the use of these funds. Those contracts were approved at the November 5, 2024 City Council meeting. Another requirement for funding is the organizations must present quarterly reports of their activities. Those reports are attached. All the reports seem to be in compliance with state regulations and agreements. In Section II of each agreement, the contracts require the organizations to hold their events or functions in order to be eligible for funding. If the events or functions are not held, the funding to the civic organizations will be reduced accordingly. Each contract also stipulates that an organization cannot be reimbursed more than what they expended.

During the last quarter, the Fields of Huber Ranch held several tournaments. In addition, the Seguin Heritage Museum is based upon keeping the museum open to the public and no specific event, their requirement was just to keep the doors open to the public. They continued to stay open. Also, in their agreement, additional funding was provided to help pay for increased staffing. Seguin Conservation Society had expenditures, but did not submit any post event forms for any events held for the quarter. The Hispanic Chamber of Commerce did hold Fiestas Patrias in September, but they have already been reimbursed in FY24 for their expenditures.

**Action Requested**

City Council must approve these reports and quarterly disbursements.

**Staff Recommendation**

Staff recommends funding to the Fields of Huber Ranch and the Seguin Heritage Museum.

**ATTACHMENTS**

Quarterly reports from civic organizations for the quarter ended September 30, 2024.